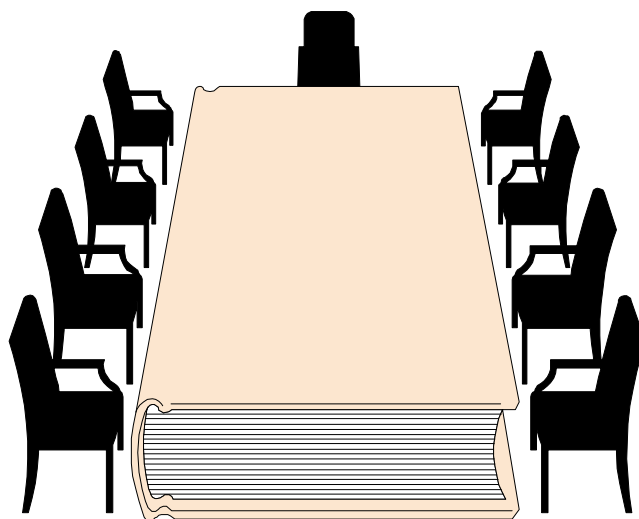


# **KENTUCKY PUBLIC LIBRARY TRUSTEE MANUAL**



**Kentucky Department for Libraries and Archives**

**[www.kdla.net](http://www.kdla.net)**

# **Kentucky Public Library Trustee Manual**

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Paul E. Patton, Governor  
Marlene M. Helm, Secretary  
Education, Arts & Humanities Cabinet  
James A. Nelson, State Librarian  
and Commissioner



Dear Library Trustee:

The advent of new technologies has brought public libraries more into the forefront of contemporary life than they ever have been. In this exciting new environment, we are being challenged to become stronger partners in economic development and government services as well as to continue our more traditional roles. We all know that public libraries are perfectly suited to help the average Kentuckian feel comfortable with new technology, and understand how it can add value to daily life. Just as we have taught our public to use the card catalog, to use complex reference materials, to find the right tax form—we will now be able to help them use computers and “surf the Internet” for the best solution to their current needs for living, learning, and working in their home county.

With the roles of public libraries expanding, the Kentucky Department for Libraries and Archives recognizes the important role that public library trustees play in providing library service in the state of Kentucky. During the past several years, staff and trustees have requested assistance in training trustees to meet these new challenges. This revised manual was developed in response to those requests, and is supplemented by KDLA’s continuing education workshops.

The *Trustee Manual* is designed to give public library trustees basic information on the structure of library service in Kentucky, with emphasis on the trustees’ major areas of responsibility. It is intended to serve as a resource and guide to help trustees understand and fulfill their duties responsibly.

It is widely known that good Boards mean good libraries; and that outstanding Boards mean outstanding libraries. KDLA will continue to strive to be a strong partner in assuring outstanding boards for every county; but ultimately, it is your own unfailing effort that will make the difference. We sincerely appreciate all that you and your Board are doing for the people of Kentucky. For all that you do, Thank You!



## GENERAL DUTIES AND RESPONSIBILITIES OF ALL TRUSTEES

The trustee is legally appointed, with powers and duties set out in the Kentucky Revised Statutes, Chapter 173. All authority for operation of the library resides in the board, taking action as a quorum. No authority resides in the individual member.

When a person becomes a board member, there are basic duties which must be assumed. Library boards will function properly only if each trustee fulfills these essential responsibilities.

**Attend all board meetings.** Boards conduct their business at meetings. If the members fail to attend meetings, the board cannot function effectively. For this reason Kentucky has a statute requiring a minimum level of attendance (KRS 173.040; 173.340; 173.490; 173.730).

**Participate at the meetings.** It is important that board members actively participate at the meetings. Each trustee should discuss issues and make intelligent votes. Inactive and passive board members weaken a library board.

**Be a team player.** Effective library boards work as a team. Each member shares the common concern for the welfare of the library. While board members should feel comfortable expressing disagreement on various issues, they should avoid unnecessary arguing. Trustees should deal with each other with mutual respect and good will.

**Support board decisions.** It is expected that boards will discuss and debate the matters before making a decision. Once a decision is made, however, all board members should support the decision. Good board members do not criticize or attack decisions after they have been made. Of course, it is proper to seek reconsideration of the issues should situations change in the future.

**Be an advocate for the library.** Trustees can promote the library in ways that no one else can do. This role will take several different forms—lobbying lawmakers and funding sources, communicating the library's goals to the community, and carrying out public relations function. The trustee may be the most valuable volunteer the library has!

**Hire a qualified and competent library director.** It is a major responsibility of the board to hire the best director they can to manage the day-to-day operation of the library. In doing so, the board does not give up its governance role. Instead, it enhances this responsibility by adding a competent administrator to the board team. While a new director is not hired each year, the board should reconfirm its decision every year by conducting a performance evaluation of the director.

**Respect the role of the library director.** The board should be careful to respect the management function of the library director. While the board establishes policy and makes major decisions, it does not assume the role of the library manager. That job is delegated to the library director hired by the board. To ensure the best library service, the director must be allowed to manage the library without inappropriate board interference. Board members should conscientiously stay out of management.

**Support the library director.** At times the library director may be under attack by a citizen or government official. The board should assume that the director is correct and then investigate the situation. To work properly there should be a high level of mutual trust and support between the board and the director.

**Plan for the future.** Long-range planning isn't a frill—it's one of the most important areas of trust the board has been given. With the social, political, economic, and technological picture changing almost daily, planning might seem like a classic exercise in futility. But change is the very reason the library should have a plan in order to anticipate and be ready for what the future will bring. Failing to plan is planning to fail.

**Monitoring and Evaluating.** Part of the job of "trustee" is to keep an eye on the progress of the library for the community. Of course, every detail and activity cannot be watched, but the board must monitor and evaluate bottom-line results. This can be done most effectively by keeping informed on the financial health of the library and by ensuring that progress is made on the long-range plan.

(a) Pay attention to the library's budget. This is the board's financial plan for the library and deserves careful scrutiny. Analyze the monthly financial reports supplied by the director, comparing them with the budget to determine the library's continuing financial status. Each time the library's financial records are audited the board should take action on any recommendations made by the auditor.

(b) Since the long-range plan is the blueprint for the future, it is vitally important that progress is made toward the outlined goals and that board business focuses on the direction the plan has set. Ask the director for periodic updates on progress—including deadlines met, difficulties encountered, and successes achieved. Monitor the library's activities to make sure they support the plan.

## **TRUSTEE LEGAL LIABILITIES**

All authority for operation of the library resides in the board, taking action as a quorum. No authority resides in the individual member. Individual trustees do not have power or authority to commit the library or to speak for the board, unless so authorized.

Trustees may be held liable:

- if they or their employees make errors when they act outside the scope of their library authority.
- for failing to act when they should have acted (either to do something required by law or to stop actions that are illegal).
- for the negligence of the library staff or of themselves.
- for statements made in haste or for angry actions taken by another board member or the library staff.
- when a member of the board or the library staff in good faith accuses a person of committing a crime, but is mistaken in judgement or identification.
- when a conflict of interest exists between a trustee's obligation to the public or constituency and his/her own personal interest.
- for failing to act in compliance with all local, state, and federal laws and regulations.

## **THE BOARD AS A WHOLE MAY LESSEN LIABILITY BY:**

- ☐ Assuring the library's financial statements are available to the public.
- ☐ Reviewing and approving standard budget forms.
- ☐ Reviewing financial statements and vouchers monthly.
- ☐ Reviewing fiscal controls and assuring an audit is completed as required by law.
- ☐ Conducting the library board's business by generally accepted parliamentary procedures.
- ☐ Reviewing library and board policy manuals annually.
- ☐ Assuring timely filing of all required reports (Annual Report, UFIR, budget to county clerk, etc.)
- ☐ Maintaining confidentiality in matters of personnel or other matters protected by law (such as individual patron files).
- ☐ Obtaining appropriate liability insurance.

### INDIVIDUAL TRUSTEES MAY LESSEN LIABILITY BY:

- ☐ Being active and encouraging all other trustees to be active by attending meetings, studying, questioning, voting on all issues, monitoring progress and maintaining active committees.
- ☐ Reading the minutes and making corrections.
- ☐ Reading the financial statements and understanding them.
- ☐ Voting against proposed actions if insufficient information is available to make a decision. Absenteeism and abstentions are probably not enough to protect against liability. If a trustee abstains because of insufficient information, he/she should follow up on the issue and let the record show his/her position.
- ☐ Voting no if the rest of the board votes to do an illegal or improper act.
- ☐ Assuring that the minutes of each meeting are maintained and that votes are properly recorded.
- ☐ Not condoning conflicts of interest on the board, including those involving money, services, or influence. Such conflicts, or the appearance of such conflicts of interest, should be brought to the attention of the entire board.
- ☐ Informing the board of a potential or suspected conflict of interest related to oneself.

### SELECTED STATE LAWS AFFECTING TRUSTEES

**KRS 173.060; 173.350; 173.500; 173.735** The board shall meet on a regularly scheduled basis once each month.

**KRS 61.805-61.850** Library board meetings must be open to the public except in certain specific instances. Exceptions to open meetings applicable to library boards are:

- (1) deliberations on the buying or selling of real property;
- (2) discussion of proposed or pending litigation against or on behalf of the board;
- (3) “discussions or hearings which might lead to the appointment, discipline, or dismissal of an individual employee, without restricting that employee’s right to a public hearing if requested.” (This exception shall not be interpreted to permit discussion of general personnel matters in secret.)

**KRS 61.825** Special called meetings or rescheduled regular meetings must abide by specific rules.

**KRS 61.870-61.884** All public records shall be open for inspection. This includes library board meeting minutes, budgets, Annual Reports, etc., but does not include patron records.



**KRS 173.040; 173.340; 173.490; 173.730** Absence of a trustee from four regular monthly meetings of the board during one year of the trustee's term shall constitute automatic resignation.

**KRS 173.340; 173.490; 173.740** A library trustee may be removed only by vote of the legislative body of the respective governmental unit from which he/she was appointed.

**KRS 173.340; 173.490; 173.730** Except for the entire establishment or filling unexpired terms, trustees may serve for two (2) consecutive terms (four years each) after which they shall not succeed themselves.

**KRS 173.040; 173.500; 173.735** Officers of the board shall be elected for a term of two (2) years.

**KRS 173.040; 173.340; 173.510; 173.740** Members of the board shall not receive compensation for their services, but shall be reimbursed for their actual expenses necessarily incurred in the performance of their duties.

**KRS 173.340; 173.510; 173.740** No board shall newly employ as a member of its library staff any member of the board or any person related closer than a second cousin to any member of the board.

**KRS 173.340; 173.510; 173.740** No person is eligible to this office who is directly or indirectly interested in the sale to the library of books, magazines, supplies, equipment, materials, insurance, or services for which library funds are expended.

**KRS 65.070** All taxing districts are required to publish the names and addresses of the members of its governing body and chief executive officer [director], and either a summary financial statement or the location of district financial records which may be examined by the public.

**KRS 65.065** All taxing districts with annual operating budgets of less than \$400,000 must have an audit at least every four years; all taxing districts with annual operating budgets more than \$400,000 must have an annual audit.

**KRS 173.360; 173.540; 173.735** The Treasurer of the board shall be bonded in an amount set by the board.

## **FILLING BOARD VACANCIES**

The process by which vacancies on the library board are filled is determined by the method by which the library was established. One of the procedures outlined below will apply.

### **Libraries established under KRS 173.010 (first-class cities):**

1. The board notifies the appointing authority—mayor for vacancies occurring in a trustee position filled by appointment of the mayor; county judge-executive for vacancies in a trustee position filled by appointment of the county judge-executive;
2. The appointing authority (mayor or county judge-executive) makes the appointment to either a full term of four (4) years or the remainder of an unexpired term;
3. The newly appointed trustee takes the Oath of Office before a judicial officer.

### **Libraries established under KRS 173.310 (cities of second to sixth class, counties):**

1. The board notifies the appointing authority (county judge-executive for county libraries; mayor for city libraries) of vacancy(ies);
2. The appointing authority, with the approval of fiscal court (county libraries) or city council (city libraries), appoints the individual to the library board to either a full term of four (4) years or the remainder of an unexpired term;
3. The newly appointed trustee takes the Oath of Office before a judicial officer.

### **Libraries established under KRS 173.470 (taxing district formed by ballot):**

1. For each vacancy, the board selects two (2) names of individuals committed to the provision of library service;
2. The names are submitted to the Kentucky Department for Libraries and Archives;
3. The state librarian and commissioner approves the names and sends the recommendations to the local county judge-executive;
4. The county judge-executive, with the approval of fiscal court, appoints one of the two provided names to either a full term of four (4) years or the remainder of an unexpired term;
5. The newly appointed trustee takes the Oath of Office before a judicial officer.

**Libraries established under KRS 173.710 or KRS 65.182 (taxing district formed by petition):**

1. For each vacancy, the board selects two (2) names of individuals committed to the provision of library service;
2. The names are submitted to the Kentucky Department for Libraries and Archives;
3. The state librarian and commissioner approves the names and sends the recommendations to the local county judge-executive;
4. The county judge-executive, with the approval of fiscal court, appoints one of the two provided names to either a full term of four (4) years or the remainder of an unexpired term;
5. The newly appointed trustee takes the Oath of Office before the county judge-executive or other judicial officer.

**Libraries established under KRS 67.715 (taxing district formed by local ordinance):**

The process by which vacancies on the library board are filled is determined by the ordinance enacted by the fiscal court.

<b>SAMPLE OATH OF OFFICE</b>
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I, \_\_\_\_\_, do hereby solemnly swear that I will support the Constitution of the Commonwealth of Kentucky, and to the best of my ability I will perform the duties and accept the responsibilities of Trustee of the \_\_\_\_\_ Library and that I will observe all the laws relating to said office of Trustee now in force or which may hereafter be enacted during my term of service.

Signed \_\_\_\_\_  
*Trustee*

Subscribed to and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Signed \_\_\_\_\_  
*President*

Signed \_\_\_\_\_  
*Judge or Certifying Officer*

## **OFFICERS AND THEIR DUTIES**

The by-laws adopted by the board should stipulate the board officers, their duties, responsibilities, and authority. The procedure for nomination and election of officers as well as the procedures for filling officer vacancies should also be included in the by-laws. The Kentucky Revised Statutes identifies those officers needing to be appointed.

### **PRESIDENT or CHAIR**

The president presides, guides, and insures coverage of all topics during a meeting. Routine business and minor items should be disposed of as quickly as possible to leave time for discussion of important matters.

The president does not have the authority to act independently for the board. He/she may be authorized by the board, voting in a quorum, to act on their behalf on a specific issue.

Other duties include:

- Prepares, with assistance of the director, the agenda for the board meeting  
[see Appendix for sample]
- Starts meetings promptly at the appointed time
- Signs approved minutes of the previous meeting
- Signs approved payment voucher at each meeting, authorizing payment of bills  
(KRS 173.755)
- Signs official board correspondence
- Appoints all committees
- Signs all grant applications
- Signs approved contracts
- Authorizes calls for special meetings

### **VICE-PRESIDENT or VICE-CHAIR**

The vice-president serves as president in the absence of the president.

SECRETARY
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The secretary should record the proceedings of each meeting. The record of proceedings should be reviewed at the next meeting, corrected if necessary, and approved (this should be noted in the minutes). The secretary and the president should sign the minutes of each meeting after the board approves them. [A sample set of minutes appears in the Appendix.]

The secretary's minutes are the official record of board action. The minutes should be kept in a secure place known to all members of the board and should be readily accessible. Only that information recorded in the minutes can be considered official. The minutes should include:

- the nature of the meeting, whether regular or special
- the time and place of the meeting
- those present
- approval of the previous meeting's minutes
- a complete record of official action taken by the board
- the record of all motions exactly as stated whether adopted or rejected
- the record of adjournment (no business may be legally transacted following adjournment)

A regular procedure in recording motions should be followed. The following is one suggested form:

Richard Jones moved and Melissa Smith seconded that the board authorize the purchase of the Acme library security system as recommended by the library director. Yeas: Jones, Smith, and Peters. Nays: Gilbert and Coates.

The secretary should also keep a note of when members arrive and leave during meetings in order to prove the existence of a quorum during the entire meeting.

The secretary notifies any trustee that has missed three (3) regular monthly meetings in any one year of his/her term and notifies any trustee of his/her automatic resignation upon missing four (4) regular monthly meetings in any one year of his/her term.

All official correspondence of the board should be written on library letterhead and signed by the president or secretary.

## TREASURER

The treasurer is responsible for all fiscal records and controls and shall be bonded in an amount determined by the board (KRS 173.360; 173.540; 173.755). The treasurer is responsible for reporting on the state of the finances at the monthly meetings. The treasurer signs checks for disbursements from the library account, upon receipt of a board approved itemized voucher (KRS 173.360; 173.540; 173.755).

It is recommended that the treasurer chair the budget/finance committee.

### “Ethics Statement for Public Library Trustees”

*“Government is a trust, and the officers of government are trustees; and both the trust and trustees are created for the benefit of the people.”*

-- Henry Clay, Kentucky speech, 1879

Trustees shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.

It is incumbent upon any trustee to disqualify him/herself immediately whenever the appearance of a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept library board responsibilities are expected to perform all the functions of library trustees.

Adopted by the American Library Trustee Association and the Public Library Association of the American Library Association on July 8, 1985.

## **ROLES OF TRUSTEES, DIRECTORS, AND REGIONAL LIBRARIAN**

Even though the board delegates the actual day-to-day operation of the library to professional paid staff, the board never gives up ultimate bottom-line responsibility for the success or failure of the library.

In providing the community with public library service, trustees, library directors, and the KDLA regional office have related, but distinct, roles. Best results occur when all concerned recognize the relationship of these roles. The following is a comparison of the three roles and their interrelationships:

### **TRUSTEES**

### **DIRECTOR**

### **REGIONAL LIBRARIAN**

## **OVERVIEW**

created by law to act as the governing body of the library. Thus library trustees are public officials, and the powers delegated to them are a public trust. Duties and responsibilities include legal responsibilities as established by statute and the establishment of policies governing the day-to-day operation of the library. Although the board and director must work closely together in developing a library program, their obligation and responsibilities are entirely different.

The library director is responsible to the library board for implementing the board-adopted policies and long-range plans for the development of the library program. The director recommends needed policies for board action; acts as a technical adviser to the board; provides financial management of library funds; recommends employment for all personnel; supervises the work of the staff; and suggests and implements plans for extending library services.

The relationship between the local library and the regional office of KDLA, supported by a contractual agreement between KDLA and the local library board, is one of cooperation and directed to the improvement of library service. The regional office provides professional assistance to boards and staff, generally in the form of advice or strong recommendation. Hands-on assistance is available whenever appropriate and requested.



**TRUSTEES****DIRECTOR****REGIONAL LIBRARIAN****PLANNING**

Assure participation in a structured long-range planning process.

Assist the board in completing a structured long-range plan

Provide information and training in techniques of long-range planning.

Develop and adopt a long-range plan for the library; review and revise it at least annually.

Provide help in writing the draft long-range plan following board-adopted roles, goals, objectives, and write plans of action for board review and adoption.

Provide information and training in the long-range planning process. Facilitate long-range planning committees through early steps of process.

Monitor and revise goals and objectives, as needed, to meet changing conditions.

Make regular progress reports to the board and regional office. Advise of problems which may delay actions as targeted

Review plans and make recommendations to the director and board as needed.

*"In a world that seems increasingly to be spinning out of control, a fine, well-run public library is more than a respite from the meanness and the madness - it is a sign of opportunity and hope."*

*- Bob Greene*

**TRUSTEES****DIRECTOR****REGIONAL LIBRARIAN**

<b>POLICYMAKING AND GOVERNANCE</b>
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Ensure the development and adoption of written policies for personnel and library operations. Adopt by-laws and policies for board procedures.

Implement all policies and procedures adopted by the board and advise board when revisions or additional policies are needed.

Advise the board of policies needed and supply samples of policies from other libraries, ALA, etc.

Know library laws and support legislation that improves the quality of library service.

Know library laws and support legislation that improves the quality of library service.

Keep library board and staff informed of changes in library laws and of proposed legislation that would affect library service.

Work with county and city officials to ensure that they understand the value of the library and support the services it provides.

Provide board with necessary data for reports to local government officials and assist board in explaining library services and programs to governing bodies.

Assist library board and staff with the provision of information and reports to local and state governments.

Report regularly to governing bodies and to the state through the regional office.

Collect and maintain statistical data and information for reporting to library board and regional office.

Collect and maintain statistical data and information for reporting to local boards, local governments, and KDLA.

Attend all board meetings and committee meetings to which assigned. Carry out special assignments promptly. Follow through by securing appropriate board action.

Attend all board meetings *except* those where his/her salary and performance are being discussed.

Attend all regular and special called meetings of the board.

**TRUSTEES****DIRECTOR****REGIONAL LIBRARIAN**

<b>FINANCE</b>
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Work with the director in the preparation of an annual written budget with adequate justification for each element.

Work with board's finance committee and/or the full board in preparation of budget with justifications for each element.

Provide information and examples of written budgets with adequate justification. Assist in the preparation of the budget as requested.

Review financial reports at each board meeting. Monitor expenditures line by line in relation to budget.

Prepare financial reports for board on a regular basis which include line item expenditures, fund balances, and funds received with source.

Review financial reports and procedures. Provide board with suggestions for strengthening its accountability as requested.

Review procedures and records for accuracy and completeness. Approve monthly vouchers. Arrange for audits as required by law.

Maintain financial records as required by state statutes and accepted accounting procedures. Assemble all documents necessary for audit.

Assist director in proper financial practices and in developing reporting formats and techniques as requested.

Assure the timely preparation and filing of the *Annual Report of Public Libraries Application for State Support*.

Prepare the *Annual Report* for the board, local government, and KDLA.

Monitor annual financial reporting of income and expenditures provided on the *Annual Report*.

Explore all ways of increasing the library's funding: increasing local taxes, tapping other sources of income, and taking advantage of all available means of cooperation with other libraries.

Supply facts and figures to board to aid in interpreting library's financial needs, suggest ways of expanding the budget, and inform board of opportunities for cooperation with other libraries.

Explain methods by which local taxes may be increased, provide information about discretionary grants from KDLA, promote cooperation with other libraries.

**TRUSTEES****DIRECTOR****REGIONAL LIBRARIAN**

<b>PERSONNEL</b>
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Observe all local, state, and federal laws that relate to current employment practices.

Keep current on changes in laws applicable to employment practices. Furnish board with latest employment information regarding changes in local, state, and federal law.

Keep the board and director informed of changes in employment laws and practices.

Establish a well-defined employment procedure to be followed for all positions, including a method by which the director notifies board of vacancies. Be sure that all local, state, and federal laws are met regarding maintenance of personnel records.

Follow board's adopted employment procedure for filling staff vacancies. Advise board when additional positions are needed to improve the delivery of library services. Recommend other personnel to board for appointment.

Provide information about employment and/or interview techniques. Provide training in the legal dos and don'ts of interviewing. Assist in the search and interview process as requested.

Approve job descriptions, salary scales, benefits package, and personnel policies; all should be based upon jobs of a comparable nature in other government agencies or public libraries

Follow board's adopted job descriptions, salary scales, and personnel policies and notify staff as changes are made. Advise board of needed policy changes and/or additional policies.

Provide comparative information from other public libraries regarding job descriptions, pay scales, benefits available, and personnel policies. Assist in the formation of policies as requested

Employ a competent, qualified library director following a well-defined search plan. Evaluate the performance of the library director at least annually.

Utilize the performance review to define and establish personal performance goals and/or innovative library programs.

Provide information for the development of a search plan for a new director; provide suggested performance evaluation tools and techniques for directors and staff; participate as a resource person in the director's evaluation as requested by the board.

**TRUSTEES****DIRECTOR****REGIONAL LIBRARIAN****PERSONNEL continued**

Monitor the administration of the library for effective use of personnel, quality of programs, and materials.

Organize and administer the daily operation of the library under the direction and supervision of the library board.

Provide information and training in the methods of organizing and administering the daily operation of public libraries.

**TRUSTEES****DIRECTOR****REGIONAL LIBRARIAN****PUBLIC RELATIONS**

Establish, support, and participate in a planned public relations program. Keep the general public informed about library services and programs, serving as the “connecting link” between the library and the community.

Participate in planning and implementation of a public relations program. The director actively promotes the library program at every opportunity; encourages staff to promote “good will” for the library.

Provide training and resources for library promotion.

**TRUSTEES****DIRECTOR****REGIONAL LIBRARIAN**

<b>CONTINUING EDUCATION</b>		
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Allow time at board meetings to study topics of concern to the library. Attend library-related workshops and conferences.

Attend library-related workshops and conferences; encourage staff to attend appropriate workshops and conferences.

Promote attendance of trustees and library staff at appropriate library-related workshops and conferences.

Participate in orientation programs for new trustees and encourage their attendance.

Prepare informational packets for all new board members.

Plan and execute orientation for all new trustees.

Join the Kentucky Library Association and the Kentucky Library Trustee Association.

Join the Kentucky Library Association and the Public Library Section; encourage trustees and staff to attend. Make sure trustees know of all important meetings and workshops for them to attend.

Promote active memberships in professional associations.

Require staff attendance at workshops pertinent to their areas of responsibility; encourage attendance at professional meetings and workshops.

Recommend budget allotment for trustee and staff expenses for membership and attendance at library-related meetings. Apply appropriate training information and techniques to library programs and/or services.

Provide trustee and staff workshops within the region; promote conferences and workshops outside the region.

Be aware of and abide by certification requirements.

Enforce certification requirements for all applicable staff.

Provide certification information. Validate staff Annual Summations for certification renewal.

**TRUSTEES****DIRECTOR****REGIONAL LIBRARIAN**

<b>PROGRAMS AND SERVICES</b>		
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Encourage staff to apply for grant funds to demonstrate and/or establish the need for a new service/program by a specific group.

Prepare written grants in specific areas to improve the quality of materials and services to specific segments of the population or needs of the library.

Provide information on competitive grants from KDLA; provide assistance in writing grants for special services.

Explore all possible methods for delivery of library services and programs, including electronic resources. Be innovative!

Keep the board informed about current trends in service and explore ways of implementing new services.

Recommend programs and services to the director and board.

Promote and support locations for bookmobile or outreach services; monitor usage at outlets.

Market the bookmobile and/or outreach services to appropriate clientele in the service area. Report usage at outlets to board.

Provide information concerning bookmobiles and/or other outreach services to director and board.

Know about all the services of the Kentucky Department for Libraries and Archives.

Use the services and programs offered by the Kentucky Department for Libraries and Archives.

Promote the services of KDLA, including but not limited to: the Talking Book Library, Audio-Visual Services, Children's and Youth Services, etc.

Know about the services offered by the local KDLA regional office.

Use the services and programs offered by the local KDLA regional office.

Continually provide information concerning all regional services.

<b>LOCAL INFORMATION</b>
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Trustees should be provided the following information by the local library director:

- ☐ Date and time of meetings
- ☐ Length of appointment (date term begins and expires)
- ☐ Board member names, addresses, and telephone numbers
- ☐ Officers of the board
- ☐ Names of director and staff
- ☐ Organizational chart
- ☐ Brief history of the library
- ☐ By-laws
- ☐ Board policies
- ☐ Library policies (personnel and operational)
- ☐ Board packet from preceding meeting(s)
- ☐ Latest Annual Report
- ☐ Current budget
- ☐ Method of funding
- ☐ Library brochures, newsletters, calendar of events, etc.
- ☐ Hours of operation
- ☐ Extension services
- ☐ Long-range plan

A tour of the library (and branches if applicable) with introduction to the staff should also be provided.



## FUNDING

### State Aid

Since 1952 the Commonwealth of Kentucky has provided state aid grant assistance to Kentucky public libraries. Although the funding formula has changed significantly over the years, public libraries continue to receive state aid funding as appropriated by the General Assembly and distributed by the Kentucky Department for Libraries and Archives. The formula is calculated on a base grant plus a per capita amount based on the latest official census.

Each library's *Annual Report of Public Libraries Application for State Support* is also its application for the next funding cycle of state aid. The deadline for filing this application is August 15<sup>th</sup> of each year. State aid checks are mailed directly to the library on an annual basis. The funds may be used for:

- Purchase, upgrading, and maintenance of the technology necessary to enable the staff and the public to have access to electronic information
- Library materials and equipment
- Equipment
- Maintenance and operation of bookmobile and extension programs
- Staff training and compensation
- Building maintenance
- Debt service
- Resource-sharing
- Program development
- All other local library needs and services

Libraries are expected to meet these minimum requirements to be eligible for state aid:

1. Library must be legally established
2. Service must be provided countywide
3. Staff requiring certification must be certified
4. Library should be open a minimum number of hours per week based upon population
5. Library must have adequate space for operation
6. Library needs to show evidence of advancement each year through as many as possible of the following:
  - (a) Good rapport with local government
  - (b) Increase in local support
  - (c) Purchase of local library material and needed equipment
  - (d) Increased training for library staff
  - (e) Increased hours of operation (where needed)
  - (f) Better planned bookmobile and/or extension service
  - (g) Improved library building(s) and maintenance
  - (h) Programs for all segments of the public

7. Local income must not be reduced
8. Library boards must meet monthly on a regularly scheduled basis
9. Library must apply for state aid by so indicating on the *Annual Report of Public Libraries Application for State Support*

### **Collection Development Grants**

The Kentucky Department for Libraries and Archives also provides each public library with a separate grant for improving the collection of library materials. The formula is calculated on a base amount plus an additional per capita amount. These funds may be spent on non-print as well as books and periodicals. The check is mailed directly to the library.

### **Discretionary Grants from KDLA**

While state aid and collection development grants are awarded to every public library as long as the state legislature continues to appropriate the funds, KDLA also offers various competitive or discretionary grants. Each grant opportunity is announced well in advance of the respective deadline and libraries are urged to apply.

While most grants require some percentage of local match, others do not. Subject emphasis may vary from time to time as well, while others remain stable. Typical competitive grants include:

- Construction
- Renovation
- Bookmobile or other method of extension service
- Early Childhood Development
- School/Public Library Cooperation
- Data Conversion
- Continuing Education Tuition Assistance from the regional office

***Note:** Libraries are urged, with each grant check they receive through the Kentucky Department for Libraries and Archives, to use the opportunity to publicly thank their state legislators. Many schedule formal check presentations with local media present.*

### **Local District Tax**

Public libraries established as taxing districts, either by ballot (KRS 173.450) or by petition (KRS 173.710 or KRS 65.182), receive the majority of their funding from the taxes collected for them by the sheriff. Each library board sets its tax rate according to the provisions of House Bill 44 annually. (This is a minor adjustment based on providing a ceiling for tax income growth over the previous year.) Official forms and information on the rates available to the board are sent to them each year by KDLA. Once the legal requirements for setting the rate have been met (the local regional librarian can help with

these) and the form filed with the appropriate office, the tax is authorized for collection. Most taxing districts receive the majority of their anticipated annual income in one or two large checks; smaller amounts are collected throughout the year. Funds are usually invested according to the individual library board's investment policy.

Taxing districts may increase their tax rate significantly by the same method by which they were established. (Example: a district established by ballot would increase by ballot; those by petition would increase by petition.) The statutes governing this activity are very precise, and the board may wish to ask the local regional librarian for technical assistance in undertaking such a project.

### **Local General Appropriation**

Public libraries established as a unit of local government (KRS 173.010; 173.310) receive the majority of their funding from that government's general appropriation in twelve monthly installments.

### **Federal Grants**

Support for statewide services to all Kentucky public libraries, and startup funding for innovative projects is provided through the Library Services and Technology Act (LSTA). The federal program has two broad purposes: to encourage library technology and networking among all types of libraries; and to provide assistance to those having difficulty in using libraries.

These federal funds are administered by the Kentucky Department for Libraries and Archives. Cooperation among libraries is a major theme of the subgrant program supported by LSTA funds. Several of the competitive grants listed above are funded through the LSTA subgrant program.

### **Fundraising**

The library board may find that state support and local funding are not sufficient to fund all services and programs of the library. The board should examine other fundraising options, such as special fundraising events, direct grants, or soliciting donations. Before starting a major fundraising campaign or establishing an endowment fund or foundation, the library board should consult its attorney to avoid violation of any state or federal laws on soliciting charitable donations.

Many libraries, rather than be directly involved in fundraising events, work with a local Friends of the Library group or library foundation. Such groups maintain their own treasury, using their proceeds to fund specific projects at the library.

## **BOARD COMMITTEES**

The board may establish or abolish standing committees as necessary.

The many and complex issues with which the library board will be working cannot always be handled efficiently by the full board. Many of those issues may be handed to board committees for study and recommendation to the full board. Such committees may include members that are selected from outside the board so that additional expertise can be utilized. Involving non-board members also builds ownership for the library's mission and opens a new avenue of communication with the community.

Whatever the name or type of committee, the only purpose it serves is to expedite the work of the board. Committees are not autonomous groups with loose connections to the board, but are simply extensions of the board and always responsible to the full board.

Committees have no power or authority beyond what is granted to them by the full board. The only action committees can traditionally take is to study an issue and make recommendations to the full board about the assigned issues.

Each library will have different needs for committees and those needed will vary over time. Some typical committees are:

- Automation/Technology Committee
- Budget Committee
- Building Committee (can be construction or maintenance)
- Personnel Committee
- Planning Committee
- Policy Committee
- Public Relations Committee

## THE TRUSTEE AND INTELLECTUAL FREEDOM

Intellectual freedom is a major concern of libraries. Individuals or groups may attempt to censor library materials that they feel are objectionable. The library board, as the trustees of the library, has the responsibility of championing the cause of intellectual freedom, including fighting all censorship efforts. This can be a difficult and uncomfortable responsibility to carry out, but it is necessary for the proper functioning of libraries.

The selection of library materials is an essential process, which is strongly related to intellectual freedom. The board must adopt a written materials selection policy for the library, which reflects the library's objectives. It should also clearly support the right of all members of the community to have access to a wide range of materials, including items, which some people might find to be objectionable.

In some cases, persons objecting to library materials may attempt to persuade the library to remove the items. To deal with these attempts, the library board should adopt a policy and procedure for hearing patron complaints. Usually these policies require a patron to fill out a form, which asks the patron to identify the objectionable material. The patron might also be required to discuss the matter with a specified staff member, usually the director, before the board will consider the complaint. After going through these steps, the patron is permitted to request that the library board review the complaint.

Some protests about library materials result in patrons appearing at regular board meetings to present their points of view. The Kentucky Open Meetings Act requires boards to give any members of the public the right to attend the board meetings. This is not an unlimited right, however, and a board may adopt reasonable rules to limit the length of presentations. Such rules avoid catering to long-winded orations, while still respecting free speech and democratic participation of the citizenry.

Library materials are often attacked as being "obscene," although the use of this word is usually inaccurate. Board members should know that it is extremely unlikely that any library material fits the legal definition.

Handling a censorship attempt can be an uncomfortable experience. Censors are often very determined and tough-minded. They believe that the "objectionable" material threatens their values, they feel they have a moral duty to attack, and they do not like to lose. The board must be prepared to handle these complaints. Trustees should have a good knowledge of the laws regarding intellectual freedom. They should also know about the Library Bill of Rights, the ALA Freedom to Read Statement, and other ALA IF statements. Board members should be emotionally prepared to withstand the potential heat of battle with censors. They should know how to defuse unnecessary conflicts and how to deal with conflicts, which cannot be avoided. They need to possess the courage to defend the right to read, even when many angry citizens despise the values reflected by the material under attack—even when they themselves despise the challenged values.

Censorship attempts are on the rise in libraries, and Kentucky is no exception. There have been attempts by individuals and organizations to have library materials removed. The board must be prepared to assume its “trustee” responsibility, including the duty to protect and advance intellectual freedom.

Librarians and trustees are not fighting the battle alone. The Kentucky Library Association has published an *Intellectual Freedom Handbook*, complete with sample policies, complaint forms, and guidance in withstanding the censors’ attack. In addition, each of KDLA’s regional offices has both materials and expertise to assist public libraries in their efforts to guarantee intellectual freedom to Kentucky’s citizens.

## **THE TRUSTEE AND AUTOMATION / TECHNOLOGY**

Library automation projects are important for upgrading the efficiency of library services. Automation is a complex area and often requires hiring a consultant or outside advisor. Some examples of library automation projects are:

- Purchasing a microcomputer and software packages for automating office work, implementing electronic mail and Internet, or accessing local databases
- Installing an OCLC terminal to gain access to the international library database for interlibrary loan and other services
- Subscribing to online reference services to gain information on business, agriculture, medicine, law, science, education, and other topics
- Installing a circulation system to automate the check-out and check-in of library materials
- Purchasing an automated online library system. A library with heavy circulation and a variety of programs may benefit from a fully automated online library system, which integrates circulation, patron records, public access library catalogues, and online subject searching. A library automation system can result in vastly improved and expanded services to library users, but it is a major and ongoing investment that should only be purchased after extensive research and investigation

Not all technology-related issues facing the library are computer-based. Simply providing the bookmobile with a cellular phone is an example of low-tech equipment that can significantly increase the safety and efficiency of library outreach personnel.

While KDLA cannot recommend brand names, it does offer assistance in determining the specifications needed by the library. An Automation/Technology Consultant is available full-time to answer questions from libraries.

## THE TRUSTEE AND BUILDING CONSTRUCTION

The construction or remodeling of the library building is one of the most exciting and ambitious projects that a library can undertake. Careful planning is essential to a successful building program.

The library's initial step is the formation of a building team which can draw in a variety of individuals when their expertise is needed. The basic building team usually consists of the library director and key staff, selected board members, appropriate government officials, the architect, and later, the building contractor. If the library has been awarded a KDLA construction grant, both the local regional librarian and the KDLA construction officer must be included on the team. Even if the library is working without any KDLA funds involved in the project, it is encouraged to ask for advice from KDLA's experienced staff.

The library's building team prepares a building program. The building program is a description of the library's:

- goals and objectives
- service area and population
- service statistics
- existing and projected services and collections
- projected need for space, equipment, and furnishing
- function and area relationships
- technical requirements
- other local needs or requirements

Hiring the right architectural firm is the most critical step in a successful building program. While experience with library design is important, rapport and the ability to communicate between the architect and the library's building team are also highly desirable. The architect should be free to create an individual design but should also receive a great deal of input from the team regarding the library's specific needs.

Financing a new or expanded facility is always a major concern. Some options for funding include securing an increase in the district tax, floating a bond, community fundraising, creating a holding company to secure a mortgage against the present facility, or setting aside part of the library fund as a "capital improvement" or "building" fund.

It is not possible to over-prepare for a building project. Building projects can be frustrating and time-consuming, but they allow the library staff and board to take on the exciting challenge of planning for the community's future library service. The rewards, like the challenges, are great.



<b>TRUSTEE ORGANIZATION MEMBERSHIP</b>
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Membership in these organizations provides excellent communication about library activities on the state and national level. All trustees are encouraged to join and actively participate in as many as practical.

- ☐ American Library Association (ALA)
- ☐ American Library Trustee Association (ALTA)
- ☐ Southeastern Library Association (SELA)
- ☐ Kentucky Library Association (KLA)
- ☐ Kentucky Library Trustees' Association (KLTA)
- ☐ Public Library Section of KLA (PLS)
- ☐ Friends of Libraries, USA (FOLUSA)
- ☐ Friends of Kentucky Libraries (FKL)
- ☐ Your local Friends chapter if one exists

## ACRONYM / GLOSSARY

**ALA                    American Library Association**

The oldest and largest national library association in the world. Its concern spans all types of libraries: state, public, school and academic libraries; special libraries serving government, commerce and industry, the arts, the armed services, hospitals, prisons, and other institutions.

**ALTA                  American Library Trustee Association**

A section of ALA with specific responsibilities of:

- continuing education for trustees
- continuous study and review of the activities of library trustees
- cooperating with other ALA units concerned with library trustees
- representing library trustees outside the library profession
- promoting strong state and regional trustee organizations
- securing and supporting adequate library funding

**Certification**

A method of assuring qualified staff in public libraries. KRS 171.240 states that KDLA shall have a state board for certification of librarians. No library coming under the provisions of KRS 171.230 to 173.300 shall have in its employ, in the position of librarian, or in any other full time professional library position, a person who does not hold a certificate of librarianship issued by the board. A certification manual is available from the Board for the Certification of Librarians.

**Collection Development Grant**

Funds awarded by the Kentucky Department for Libraries and Archives to local county public libraries for purchasing library materials.

**Data Conversion**

The process of turning non-machine readable library records [catalog cards, patron files, etc.] in to a machine-readable format.

**EK                    EMPOWER Kentucky**

Empower Kentucky Internet Access in Public Libraries provides direct free and equitable access to Internet resources to the citizens of the Commonwealth via a statewide information structure of computer workstations funded by Empower Kentucky and developed in partnership with KDLA and local public libraries.

<b>GLI</b>	<b>Gates Library Initiative</b> The Gates Library Initiative was founded in June 1997 by Microsoft CEO Bill Gates and Melinda French Gates, to partner with public libraries in bringing access to computers and digital information to patrons in low-income communities in the United States and Canada.
<b>ILL</b>	<b>Inter-library Loan</b> The lending and borrowing of library materials or copies of material from one library to another upon request.
<b>KAR</b>	<b>Kentucky Administrative Regulation</b>
<b>KCVL</b>	<b>Kentucky Commonwealth Virtual Library</b> An electronic, “virtual” library that uses the Internet to provide equitable access to quality databases and connections to information resources worldwide, and provides qualified well-trained staff to support the Kentucky Commonwealth Virtual University.
<b>KCVU</b>	<b>Kentucky Commonwealth Virtual University</b> The Kentucky Commonwealth Virtual University, created with passage of the Kentucky Postsecondary Education Improvement Act of 1997, will be a student-centered, technology-based system for coordinating the delivery of postsecondary education to meet the needs of citizens and employers across the Commonwealth.
<b>KDLA</b>	<b>Kentucky Department for Libraries and Archives</b> A state government agency providing leadership and support for the development and maintenance of a system of library services throughout the state.
<b>KLA</b>	<b>Kentucky Library Association</b> A membership organization of persons interested in promoting and improving all types of library service in the Commonwealth of Kentucky.
<b>KLN</b>	<b>Kentucky Library Network</b> A membership organization designed to provide access to information and materials among member libraries, including but not limited to interlibrary loan.
<b>KLTA</b>	<b>Kentucky Library Trustee Association</b> Kentucky’s equivalent to the American Library Trustee Association.

<b>KRS</b>	<b>Kentucky Revised Statutes</b>
<b>KTBL</b>	<b>Kentucky Talking Book Library</b>
<b>LRP</b>	<b>Long-Range Plan</b> or <b>Long-Range Planning</b>
<b>LSTA</b>	<b>Library Services and Technology Act</b> Funds appropriated by Congress to complement state library funding.
<b>MARC</b>	<b>Machine Readable Cataloging</b> Format in which the library's cataloguing records must be in order to convert them to electronic access, thereby automating the circulation and the card catalogue.
<b>MLS</b>	<b>Masters Degree in Library Science</b>
<b>NLW</b>	<b>National Library Week</b>
<b>OCLC</b>	<b>Online Computer Library Center</b> An international database of cataloguing records library holdings.
<b>OPAC</b>	<b>Online Public Access Catalogue</b> The electronic version of the card catalogue.
<b>PFR</b>	<b>Planning for Results</b>
<b>PLS</b>	<b>Public Library Section</b> A section of the Kentucky Library Association to which public librarians and trustees usually belong.
<b>State Aid</b>	It is the intent of the General Assembly to establish a method of providing direct state aid to local public libraries in order to assure their continued existence and to enhance their services for the benefit of the citizens of the Commonwealth (KRS 171.2001). This is in the form of cash grants, as appropriated by the legislature.
<b>SRP</b>	<b>Summer Reading Program</b>

## SAMPLE AGENDA

XYZ Public Library  
Regular Monthly Meeting Agenda  
12 January 2000  
7:00 PM  
My Town, Kentucky

Call to Order

Recording of members present, absent, and guests

Secretary's Report

Approval of previous meeting minutes **[requires action]**

Correspondence and communications

Treasurer's Report

Financial report

Approval of expenditures **[requires action]**

Director's Report

Regional Librarian's Report

Committee Reports

Budget Committee

Planning Committee

Public Relations Committee

Unfinished Business

Bookmobile generator

Nomination for trustee vacancy

New Business

Construction Grant

Internet Policy revision

Library audit

Other

Public Comments

Adjournment

Next Meeting: February 9, 2000, 7:00 PM

## **SAMPLE MINUTES**

XYZ Public Library Board  
Minutes of the Regular Board Meeting  
January 12, 2000

7:00 PM  
XYZ Public Library, My Town

The meeting was called to order at 7:02 by Bonnie Gilbert, President. Attending were: Bonnie Gilbert, President; Park Peters, Vice President; Linda Coates, Secretary; Richard Jones, Treasurer; Marian Booker, Library Director; and Janet Framke, Regional Librarian. Absent was Melissa Smith.

Secretary's Report:

Moved by Richard Jones that minutes of the December 8, 1999, meeting be approved as mailed. Seconded by Park Peters. Motion passed unanimously.

A letter from State Librarian and Commissioner Jim Nelson was read. Mr Nelson updated the library on the Gates Library Initiative Grants, anticipating we will receive four workstations and a server by mid-March.

Fred Howser, representing the local historical society, visited the library to ask for permission to display World War II mementos that include several Nazi items.

Treasurer's Report:

Moved by Linda Coates that the monthly report of expenditures be approved. Seconded by Park Peters. Passed unanimously.

Director's Report:

The Director distributed a written report of activities and contacts [copy on file].

The Director will be attending a regional workshop on Employment Law on February 4<sup>th</sup> at the Anytown Community Center in Anytown.

The upcoming Local Officials Breakfast is scheduled at the library for February 11<sup>th</sup>. Staff will provide a potluck breakfast; trustees are requested to participate.

Regional Librarian's Report:

The annual Trustees' Dinner and Workshop has been scheduled for April 6<sup>th</sup> at the Anytown Community College. Details will follow; all trustees are urged to attend.

The board development topic was the Open Meetings Act. Libraries, as public agencies, are required to abide by this law. Written guidelines for compliance were distributed.

#### Committee Reports:

There were no committee reports.

#### Unfinished Business:

The Director informed the board that the bookmobile generator had once again failed. Repairs to the generator for the past two years have totaled \$1,796.44. Much discussion followed. The next time it needs a major repair it is to be replaced.

Melissa Smith's second term on the board will expire in June. Since she cannot be re-appointed, the board needs to begin thinking about her replacement. This appointment needs to come from the north end of the county if possible.

#### New Business:

Application forms for a state construction grant have been requested.

The Director distributed copies of the library's current Internet Policy. With the new computers from the Gates Library Initiative, revisions regarding minimum age usage were discussed. Action was tabled until next month.

This is the year that the library's audit must be done. The Director was instructed to advertise for bids in the *My Town Daily News*.

Bonnie Gilbert reported she had been contacted by the My Town Garden Club. They wish to landscape the courtyard, at their expense, with plants native to Kentucky. The Director raised the issue of any plants being poisonous since storyhour children often play there and might ingest plant material. Moved by Park Peters to accept the offer with the stipulation that nothing harmful be included. Seconded by Linda Coates. Voting for the motion were: Peters, Coates, Gilbert. Voting against the motion was: Richard Jones. Motion carried by majority vote.

#### Public Comments:

There were no comments from the public.

#### Adjournment:

Moved at 8:35 PM by Park Peters to adjourn. Seconded by Richard Jones. Passed unanimously.

Next Meeting: February 9, 2000; 7:00 PM; My Town Public Library

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President

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Secretary

## **SAMPLE BY-LAWS**

The following is a *sample* set of by-laws to serve as a guide; it is not intended to be adopted as is.

### **XYZ County Public Library By-Laws**

#### ***Article I -- Authority***

The XYZ County Public Library is a tax-supported institution. It has as its legal basis the library laws of the Commonwealth of Kentucky.

#### ***Article II -- Library Objectives***

The objectives of the XYZ County Public Library shall be:

1. To assemble, organize, preserve, and make easily available significant books and other library materials, which will provide stimulation, education, and recreation for all citizens of their community; and to keep the public constantly aware of the library services available to them.
2. To evaluate and anticipate the ever-changing needs and demands of the community; to maintain a fresh and topical supply of material to aid in the continuous education of the people; and to stimulate the flow of ideas among all groups of the community.
3. To exercise dynamic leadership in the community and take the initiative in suggesting pertinent material on problems known to exist. To provide the community with the best and most service possible by constantly improving the library facilities.

#### ***Article III -- Board of Trustees***

##### ***Section 1. Duties and Responsibilities***

The policy of the Board of Trustees shall be to:

- a) Employ a competent and qualified librarian and bookmobile librarian;
- b) Determine and adopt written policies to govern the operation and program of the library;
- c) Determine the purposes of the library and secure adequate funds to carry on the library programs;
- d) Know the program and needs of the library in relation to the community; keep abreast of standards and library trends;



- e) Establish, support, and participate in a planned public relations program;
- f) Assist in the preparation of the annual budget;
- g) Know local and state laws; actively support library legislation in the state and nation;
- h) Establish among the library policies those dealing with book and material selection;
- i) Attend all board meetings and see that accurate records are kept on file at the library;
- j) Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations (ALA, SELA, KLA, KLTA, Friends);
- k) Be aware of the services of the Kentucky Department for Libraries and Archives;
- l) Report regularly to the governing officials and the general public.

## *Section 2. Appointment*

Trustees are appointed by the County Judge-Executive, with the approval of the Fiscal Court, for a term of four (4) years. Except for filling unexpired terms, trustees may serve for two (2) consecutive terms, after which they shall not succeed themselves.

## ***Article IV -- Officers***

### *Section 1. Election*

Officers of the Board of Trustees shall be elected by the board at the regular annual meeting and shall be as follows: President, Vice-President, Secretary, and Treasurer.

### *Section 2. Terms of Office*

Officers shall be elected for a term of two (2) years.

## ***Article V -- Duties of Officers***

### *Section 1. President*

The President of the Board shall:

- a) Preside at all meetings;
- b) Appoint all committees;
- c) Sign approved payment voucher at each meeting, authorizing payment of bills;
- d) Authorize calls for special meetings;
- e) Sign approved minutes of the previous meeting;
- f) Sign approved contracts;
- g) Generally perform the duties of a presiding officer.

## *Section 2. Vice-President*

The Vice-President of the Board shall:

- a. Perform the duties of the President in the absence of the President.

## *Section 3. Secretary*

The Secretary of the Board shall:

- a. Keep a true and accurate account of all proceedings of the board meetings;
- b. Issue notices of all regular meetings and, on authorization of the President, of all special meetings;
- c. Have custody of the minutes and other records of the board;
- d. Notify the appointing body of any vacancies on the board;
- e. Notify any trustee that has missed three (3) regular monthly meetings in any one year of his/her term;
- f. Notify any trustee of his/her automatic resignation upon missing four (4) regular monthly meetings in any one year of his/her term;
- g. Write official letters of the board and keep these filed with official library records.

## *Section 4. Treasurer*

The Treasurer of the Board shall:

- a. Have charge of the library funds and income;
- b. Sign checks on the account on the authorization of the Board;
- c. Report at each meeting on the state of the funds.

# ***Article VI – Meetings***

## *Section 1. Regular Meeting Time*

The regular monthly meeting of the XYZ County Public Library Board of Trustees shall be held on the     (ex: second Tuesday)     of each month at      a/p.m. at the library.

## *Section 2. Annual Meeting*

The annual meeting shall be held at the time of the regular monthly meeting in June at the regular meeting place.

### *Section 3. Special Meetings*

Special meetings may be called by the President, or upon the written request of three (3) members for the transaction of business stated in the call for meeting.

### *Section 4. Notification*

Notice of all meetings shall be given by the Secretary to all members at least five (5) days before the meeting with an agenda for the meeting.

### *Article VII -- Quorum*

A quorum for the transaction of business shall consist of three (3) members of the board.

### *Article VIII -- Fiscal Year*

The fiscal year shall be from July 1 to June 30.

### *Article IX -- Committees*

Special committees for the study and investigation of special problems may be appointed by the President. Such committees shall serve until the work for which they were appointed is completed.

### *Article X -- Librarian*

The Librarian shall be considered the executive officer of the Board and shall:

- I. Have sole charge of the administration of the library;
- II. Be held responsible for--
  - A. the care of the building and equipment,
  - B. the efficiency of the library's service to the public,
  - C. the operation of the library under the financial conditions set forth in the annual budget;
- III. Attend all board meetings except those at which his/her appointment or salary is to be discussed or decided;
- IV. Draw up the agenda, in consultation with the President, for board meetings.

### ***Article XI -- Order of Business and Agenda Items***

The order of business at the regular meetings shall be as follows:

- Call to order
- Approval of minutes
- Approval of treasurer's report and payment voucher

The agenda should include the following:

- Library Director's report
- Regional Librarian's report
- Committee reports
- Communications and correspondence
- Unfinished business
- New business
- Public comments
- Adjournment

### ***Article XII -- Amendments***

These by-laws may be amended at any regular meeting of the Board, with a quorum present, by a unanimous vote of the members present, provided the amendment was stated in the call of the meeting.

## CHECKLIST OF POLICIES

Library boards need to adopt policies that speak to the operation of the board itself, personnel policies for library staff, and operational policies that govern the operation of the library. The local regional librarian can assist in a number of ways—from finding similar policies among other libraries to actually helping formulate a given policy. The following is a recommended list of policies that every board should have:

### **Board Policies**

- ☐ Board organization
- ☐ Director responsibilities and functions
- ☐ Board meetings
- ☐ Library finance
- ☐ Employment policies
- ☐ Board officers
- ☐ Committees of the board
- ☐ Library facilities

### **Personnel Policies**

- ☐ Work week
- ☐ Salary / wage payment
- ☐ Time cards
- ☐ Employment procedure
- ☐ Educational qualifications
- ☐ Equal opportunity
- ☐ Conflict of interest
- ☐ Employment of relatives
- ☐ Promotions and raises
- ☐ Meal periods and breaks
- ☐ Staff benefits and privileges
- ☐ Absenteeism and tardiness
- ☐ Overtime
- ☐ Evaluation of staff
- ☐ Grievance procedures
- ☐ Termination of employment
  - ☐ Resignation
  - ☐ Dismissal
  - ☐ Retirement
  - ☐ References
- ☐ Expense reimbursement

- ❑ Extreme weather / emergency conditions
- ❑ Holidays
- ❑ Vacation leave
- ❑ Sick leave
- ❑ Bereavement leave
- ❑ Parental leave
- ❑ Citizenship leave
- ❑ Educational leave
- ❑ Leave without pay
- ❑ Family Medical Leave
- ❑ Professional conduct / staff responsibilities
- ❑ Drug Free Workplace
- ❑ Smoking
- ❑ Sexual harassment
- ❑ Development and training of staff
- ❑ Americans With Disabilities
- ❑ Volunteers
- ❑ Emergency notification

### **Operational Policies**

- ❑ Use of building and/or equipment
- ❑ Meeting room
- ❑ Exhibits / displays
- ❑ Public access computers / Internet
- ❑ Collection development
- ❑ Gifts, donations, and memorials
- ❑ Circulation
- ❑ User behavior
- ❑ Concealed weapons
- ❑ Complaints
- ❑ Unattended children
- ❑ Accident, disturbance, vandalism
- ❑ Confidentiality of patron records
- ❑ Purchasing, selling, and retention
- ❑ Procurement
- ❑ Disposal of surplus property
- ❑ Sales / solicitations in the library (local author, Hospice, etc.)
- ❑ Cooperation with other libraries

## **HISTORY OF PUBLIC LIBRARY DEVELOPMENT IN KENTUCKY**

- 1796 The first circulating library in Kentucky began operation about 1796. It was organized by the Lexington Library Company. The library was called the Transylvania Library and was physically located at Transylvania Seminary.
- 1820 A State Library was established by the General Assembly to contain “The records and archives of the State.” It was first located in the office of the Secretary of State and did not become an independent agency until 1930.
- 1881 The Carnegie Library grant program began. Covington became the first city in Kentucky to receive a Carnegie grant for a library building.
- 1910 The Kentucky Library Commission was created by the legislature in March. The passage of this bill was due to the efforts of the Federation of Women’s Clubs and the Kentucky Library Association. The Federation transferred their traveling libraries to the Commission, thus starting its work with 5,000 books and 100 wooden cases.
- 1936 The General Assembly created a Department of Library and Archives with three divisions. The Kentucky Library Commission became one of these, being called the Library Extension Division.
- 1938 The State Board for Certification of Librarians was established.
- 1939 Kentucky’s first regional library became operational under the joint sponsorship of the Tennessee Valley Authority (TVA), the State Library Extension Division, and Murray State Teacher’s College. Located at the college, the library served Calloway County and some of the adjacent counties in western Kentucky.
- 1952 The first state grants-in-aid to public libraries were awarded.
- 1954 A fleet of 100 bookmobiles was presented and distributed by Governor Weatherby and Mary Bingham at the Kentucky State Fair.
- 1956 After years of attempts by the American Library Association to obtain federal aid to public libraries, the federal government finally passed the Library Service Act. Carl D Perkins, a representative from eastern Kentucky, sponsored this Act.
- 1962 The Library Extension Division, by legislative action, became the Department of Libraries. New state legislation allowed counties to vote for a county or regional library district tax.

- 1963 New state legislation was passed allowing counties to petition for a county or regional library tax.
- 1968 State funds, in addition to federal, were appropriated for public library construction.
- 1969 The Talking Book Library was established at KDLA
- 1973 Governor Wendell Ford reorganized and combined the Division of Archives and Records and the Department of Libraries into the Department for Libraries and Archives under the Education and Arts Cabinet by Executive Order 73-181.
- 1979 A special session of the General Assembly passed House Bill 44, which limited the level of revenue generated from real property. Approximately 100 library taxing districts were affected.
- 1982 The new Kentucky Department for Libraries and Archives building on Coffee Tree Road in Frankfort was completed and opened to the public.
- 1985 The Kentucky Library Network became a legal entity.
- 1988 Kentucky Library Information Centers (KLIC) were established to provide reference and research service to public libraries.
- 1991 Kentucky libraries were given the first computers to allow online access to a database of 2.4 million titles and to provide electronic interlibrary loan.
- 1997 EMPOWER Kentucky's first pilot projects were set up in twenty-four public libraries across the state.
- 1997 Kentucky Commonwealth Virtual University and Kentucky Commonwealth Virtual Library were created by the Kentucky Postsecondary Education Improvement Act.
- 1998 Gates Library Initiative grants were awarded to all of Kentucky's public libraries.



**Kentucky Department for Libraries and Archives**



**“Serving Kentucky’s Need to Know”**